

**Annual Leave**  
December 20, 2006

**Q.     *At what rate do I accrue annual leave?***

A.     Annual leave is accrued based on eligible years of State service.

|  |   |                                |
|--|---|--------------------------------|
| Less than 5 years                        | = | 4 hours accrual per pay period |
| At least 5 years and less than 10 years  | = | 5 hours accrual per pay period |
| At least 10 years and less than 20 years | = | 6 hours accrual per pay period |
| 20 years of more                         | = | 7 hours accrual per pay period |

**Q.     *Is there a waiting period before I can start using annual leave?***

A.     Employees may begin using accrued annual leave after being employed for two full pay periods (4 weeks).

**Q.     *How many hours of annual leave can I carry over into following years?***

A.     The maximum carry over is 320 hours. Any unused annual leave in excess of that amount will be forfeited at the beginning of the first full pay period of each calendar year. Additionally, with special approval from the legislature, portions of unused annual leave in excess of 320 hours may be converted into a 401(k) or 457 account at URS.

**Q.     *Are there any restrictions in cashing my accrued annual leave if I terminate from state government?***

A.     No. Upon termination, you will receive a check for payment of the unused balance of annual leave at your current rate of pay. Additionally, you can defer some or all of these funds into a 401(k) or 457 account at URS by completing a contract and having the amount deducted pre-tax. Careful coordination with payroll and URS must be conducted in order for this option to be utilized.

**Q.     *Do I need any kind of prior approval to use annual leave?***

A.     Yes. You are expected to request annual leave from your supervisor prior to using it.